



Access to Visitation Grant Program

RFP CFCC Grant Application for
Fiscal Year 2002-2003

Applicant's Workshop

April 11, 2002 (Superior Court of Los Angeles County)

April 15, 2002 (San Francisco, AOC)



General Information

- Approximately \$800,000 available statewide
- Grants up to a maximum of \$80,000 will be accepted for consideration
- Applicants required to provide 15% match
- Grant funding period is from October 1, 2002 to September 30, 2003
- Family law division must administer grant



General Information (con't)

- Contracts are made with the Superior Courts
- Multi-county collaboration strongly encouraged
- **Application Deadline: Friday, June 7, 2002**
by 5:00 p.m.
- Late or incomplete applications will be disqualified and not reviewed



Applicant Eligibility

- Only the superior court can apply
- Nonprofit agencies must apply with local county court
- Funds can only be used on family law cases; not dependency proceedings or cases
- Funds can be used to expand or augment existing programs but not used to supplant existing funding for those programs
- Programs must be incorporated with existing FCS or family court or subcontracted to nonprofit agencies



Grant Topics

- The grant funds can only be used for 3 types of program services:
 - Supervised visitation and exchange services
 - Education about protecting children during family disruption
 - Group counseling services for parents and children



Letters of Commitment

- Must be on agency letterhead and signed by Executive Director
- Must describe collaborative relationship
- Must describe subcontractors roles and responsibilities
- Clear statement of intent to collaborate



Review Process

- Proposal will be reviewed by A/V staff for compliance with application instructions and RFP requirements
- Late or incomplete applications will be disqualified and not reviewed
- Selection Review Committee will evaluate, score, rank, and make final funding recommendations to the council's Executive and Planning Committee
- Executive and Planning Committee makes final decision regarding number and amounts of award



Selection Criteria

- Proposals are scored on a scale of 0-225 points
- Proposals evaluated based on the criteria set forth in the statute
- SRC has the additional discretion to consider funding based on additional criteria



Additional Selection Criteria

- Geographic location of services
- Compliance with Uniform Standards of Practice
- For Continuation programs:
 - Applicants history of fiscal management and program administration
 - Results program's evaluation plan from FY 01-02
 - Results program's funding development plan from FY 01-02



New Changes in the Application

- Added training expense category in budget
- Reduction in equipment cost allocation
- Quarterly and annual reports not attached
- Appendix D: Program Work Plan
- Budget forms for court and subcontractors (sample attachment)



New Changes in the Application

- Amendments to proposal narrative section:

- Increase in point allocation
- Program evaluation
- Ability to expand existing services
- Cost-effectiveness
- Budget and budget narrative



How To Apply

- Review applicant's eligibility requirements
- Review application specified format requirements
- Review the application checklist
- Submit application by deadline date—**no fax or email will be accepted under any circumstances**
- Submit **one original and 6 copies** of the proposal/grant application



Time Table

April 5, 2002	Release of RFP and grant application
April 11, 2002	Applicants' workshop in Los Angeles at the Superior Court of Los Angeles County, 9:30 a.m. to 12:30 p.m.
April 15, 2002	Applicants' workshop in San Francisco at the AOC, 9:30 a.m. to 12:30 p.m.
June 7, 2002	Proposals/grant applications due by 5 p.m.
June 27, 2002	Selection Review Committee (SRC) meeting—SRC evaluates, scores, and ranks the proposals and makes funding recommendations to the Judicial Council's Executive and Planning Committee
July 22, 2002	Final report pertaining to grant award recommendations due to Executive and Planning Committee
August 7, 2002	Executive and Planning Committee meeting—the committee reviews SRC funding recommendations and grants awards. The council's Executive and Planning Committee makes the final funding decision.
August 23, 2002	Notification of grant awards
October 1, 2002	Grant period begins



Checklist for Application

CHECKLIST FOR PROPOSAL/GRANT APPLICATION

Applicant Court/County: _____

Appendix B	_____	Proposal/grant application cover page
	_____	Proposal/grant application title page
	_____	Proposal narrative (not to exceed 12 pages—this does not include budget information), including each of the following:
	_____	Program abstract
	_____	1. Statement of need
	_____	2. Promotion and encouragement of healthy parent and child relationships between noncustodial parents and their children while ensuring the health, safety, and welfare of the children
	_____	3. Number of counties or regions participating
	_____	4. Availability of services to a broad population of parties
	_____	5. Other program information
	_____	6. Coordination with other community services
	_____	7. Hours of service delivery
Appendix C	_____	8. Program evaluation
	_____	9. Ability to expand existing services
Appendix D	_____	10. Cost-effectiveness
	_____	11. Budget
Appendix E	_____	Compliance statement for Uniform Standards of Practice for Providers of Supervised Visitation
Appendix F	_____	Program work plan
Appendix G	_____	Letter of commitment from subcontracting partner
	_____	Three letters of support
Appendix H	_____	Applicant court budget form
	_____	Subcontractor budget forms
	_____	Certification and assurance forms
	_____	Federal employer identification numbers (FEINs)
	_____	Contact persons, telephone numbers, and e-mail addresses
	_____	Proof of nonprofit status and mission statement of the agency



Appendix C Compliance Statement

Uniform Standards of Practice for Providers of Supervised Visitation

- The Judicial Council will not award grant funding to programs that do not meet grant compliance requirements
- Each SV provider must complete the form
- Attach all required program forms



Program Work Plan

PROGRAM WORK PLAN

Administrative Court: _____ Program Title: _____

Date Submitted: _____ Prepared by: _____

Total Grant Request (including AOC funds and any matching funds): _____

Start Date	Project Activity and Description of Task	Budget Category* and Cost	Scheduled Date of Completion	Anticipated Number of Families to Be Served	Number of Direct Service Hours Proposed
Quarter 1	1. 2. 3.				
Quarter 2					
Quarter 3					
Quarter 4					

*These categories should match those filled out on the budget forms (Appendix F).



Applicant Court Budget Form

Applicant Court Budget Form

Applicant Court: _____

Fiscal Officer:

Name

Phone

E-mail

(Please note that there is a 15 percent matching funds requirement.)

Budget Item	Budget Requested (from Access to Visitation)	15% Match Requirement (cash or in-kind)
Salaries (includes direct wages paid—court staff only)		
Benefits (includes taxes and benefits paid)		
Travel expenses (includes all cost related to travel)		
Training expenses (not to exceed 5 percent of the total program budget requested)		
Equipment (includes costs related to the proposed program)		
Operating expenses (includes supplies, telephone, postage, printing and photocopying, and other program operating expenses)		
Consultants/contract (includes all costs of contracts that are third-party or secondary contracts providing services under this contract; use a separate budget form for each such contract)	Specify amount for each subcontractor: \$ \$ \$	
Other expenses		
Indirect <i>No more than 10 percent of direct salaries</i>		



Subcontractor Budget Form

Subcontractor Budget Form

Page 1 of 2

Applicant Court: _____

Subcontractor Project

Budget: _____
Name of organization

(Please note that there is a 15 percent matching funds requirement.)

Budget Item	Organization Budget	Budget Requested (from Access to Visitation) (A)	Other Sources (includes 15% Match Requirement) (B)	Total Project Budget (A+B)
Salaries (includes direct wages paid)				
Benefits (includes taxes and benefits paid)				
Travel expenses (includes all costs related to travel)				
Training expenses				
Equipment (includes costs related to the proposed program)				
Operating expenses (includes supplies, telephone, postage, printing and photocopying, and other program operating expenses)				
Contractual/Consultants (includes all costs of contracts that are third-party or secondary contracts providing services under this contract; use a separate budget form for each such contract)				
Other expenses				
Indirect <i>No more than 10 percent of direct salaries</i>				
Total expense for subcontract (Total program expenses should be listed on the <i>Applicant Budget Form</i> ,)				
Project income				



Subcontractor Budget Form

Sub contractor Budget Form

Page 2 of 2

Applicant Court: _____

Subcontractor Project

Budget: _____
Name of Organization

Project Revenue Income List

Government (Access to Visitation Grant and other governmental funds)	-	\$
		\$
Foundations (itemized)		\$
		\$
		\$
Corporations (itemized)		\$
		\$
Individual contributions		\$
Earned income		\$
In -kind support		\$
Other		
Total revenue		

Organization Summary Revenue Income List

Government (Access to Visitation Grant and other governmental funds)	her	\$
Foundations (total)		\$
Corporations (total)		\$
Individual contributions		\$
Earned income		\$
In -kind support		\$
Other		\$
Total revenue		\$



Important Tips

- Work from “original” mailed application
- Applicant court and each subcontractor must sign the federal certification/assurances forms (use Appendices G3 and G5)
- Each subcontractor must complete Appendix C
- Subcontractors on page B4 refers to nonprofit and court partners as identified in Letters of Commitment and not mere county relationships



Important Tips (con't)

- Proposals written as if first time applicant
- Use the same headings as outlined in the proposal application
- Question 7: list agency/subcontractors separately for hours of service delivery
- Provide required attachments and do not include items not requested



Application Due Date

■ **Application Deadline:**
Friday, June 7, 2002 by 5:00 p.m.

■ **Mail to:**
Judicial Council of California
Administrative Office of the Courts
Center for Families, Children & the Courts
Attn: Shelly Danridge
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3660



Contact Information

- Shelly Danridge: 415-865-7565; email at shelly.danridge@ca.gov
- Youn Kim: 415-865-7568; email at youn.kim@jud.ca.gov
- **Check the CFCC Web site for applicant's workshop questions and RFP proposal:**
 - *<http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm>*